

Career Opportunity

UNITED STATES PROBATION/PRETRIAL OFFICER



U.S. District Court

District of South Dakota

www.sdp.uscourts.gov

Announcement #: 03-23

Number of Vacancies: 1

Location: Western Division (Rapid City, SD)

Salary: CL 25 – CL 28 (\$47,586 – \$107,701) commensurate with education and experience

Employment: Regular, full-time

Closing Date: Open until filled with priority consideration given to applications received by 5/1/2023

Employee Referral Eligible

The District of South Dakota

The District of South Dakota consists of federal court chambers, the clerk's office, and probation and pretrial services. The district serves two district judges, three senior district judges, and three magistrate judges.

U.S. Probation and Pretrial Services headquarters are in Sioux Falls, with divisional offices in Aberdeen, Pierre, and Rapid City. Additional satellite offices are in Mission, Winner, Kyle, Eagle Butte, and McLaughlin.

ABOUT THE POSITION

The U.S. District Court for the District of South Dakota is seeking a full-time probation/pretrial officer in the Western Division of South Dakota.

U.S. Probation and Pretrial Officers play an integral role in the administration of justice, community safety, conduct objective investigations, supervise defendants and persons under supervision, interact with collateral agencies, prepare reports, maintain a detailed written record of case activity, and present recommendations to the Court. Officers investigate and prepare bail and presentence reports for the Court and/or supervise defendants and persons under supervision to reduce risk to the community and foster lawful self-management.

BENEFITS (see page 5 for additional details)

- **Vacation accrual up to 104 hours per year; increased accrual with tenure;**
- **Sick time accrual up to 104 hours per year with no accrual limit;**
- **Paid parental leave and parental bereavement leave (eligibility conditions apply);**
- **Flexible work schedule opportunities;**
- **Minimum 11 paid holidays per year;**
- **Over 20 agency-subsidized federal employee health benefit plans, 10 vision plans and 16 dental plans to fit your needs;**
- **Group life insurance with supplemental life insurance options;**
- **Medical and dependent care flexible spending account options;**
- **Nation-wide leave sharing program;**
- **Long-term care insurance**
- **Disability insurance**
- **If eligible, continued health insurance in retirement;**
- **Federal Employee Retirement System (FERS) enrollment including agency contributions;**
- **Optional Thrift Savings Plan (TSP) enrollment with agency match.**

POSITION DUTIES AND RESPONSIBILITIES

- Establishes a working alliance with persons under supervision by developing a genuine helping relationship and providing unconditional positive regard, empathy, and a shared agreement on goals.
- Conducts investigations and prepares reports for the Court to assist with detention and sentencing decisions.
- Provides accurate, thorough, and objective information along with best judgment to the Court for the issuance of individualized, fair, and equitable court orders.
- Implements and uses behavioral-based change work methods to achieve the goals of the case plan.
- Interacts with defendants and people under supervision using values such as affirmation, non-judgment, openness, care, and respect.
- Assesses and identifies general risk, risk to do harm, needs, strengths, level of motivation, and imminence for defendants and people under supervision.
- Collaborates with community resources utilizing referrals when necessary.
- Monitors a person's compliance with the conditions of release and/or supervision and reports to the Court any allegations of non-compliance.
- Develops collaborative strategies and/or interventions to promote lawful self-management.
- Communicates clearly and effectively, both orally and in writing.
- Documents and maintains detailed written records of meetings and case activity.
- Participates in annual safety training and adheres to the district's safety policy.
- Embraces diversity among colleagues and communities served.
- At times, extensive travel to other locations within the district may be required.
- May be requested to perform additional duties and/or projects as assigned.

PERSONAL CHARACTERISTIC REQUIREMENTS

- Ability to exercise sound judgment, maintain confidentiality, adhere to high ethical standards, and demonstrate integrity in fulfilling the district's vision, mission, values, and strategic plan.
- Ability to prioritize competing demands while maintaining a positive and professional demeanor.
- Ability to exercise impartiality and discretion with defendants, persons under supervision, courts, justice partners, and communities.
- Ability to work a flexible schedule if needed, including nights, weekends, or holidays.
- Ability to promote and maintain a positive work environment which encourages integrity, respect, individual and organizational growth, and a fulfilling work life.

CONDITIONS OF EMPLOYMENT

- Applicants must be a U.S. citizen or eligible to work in the United States.
- Judiciary employees must adhere to the *Code of Conduct for Judicial Employees* at all times.
- Employees of the United States District Court are hired under excepted appointments, are not covered by the Civil Service System, and are considered "at will" employees.
- The candidate hired for this position will be subject to a full background investigation.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- The U.S. District Court, District of South Dakota reserves the right to amend or withdraw any vacancy announcement with or without notice to applicants. If a subsequent vacancy of the same or similar position becomes available within a reasonable amount of time after the original announcement has closed, the Court Unit Executive has the right to select another candidate from the applicant pool of the original vacancy announcement.

KNOWLEDGE, SKILLS, AND EDUCATION REQUIREMENTS

Minimum Education Requirement

Applicants must possess a completed bachelor's degree from an accredited college or university. The degree must be from a field of academic study related to human relations and where knowledge was gained in understanding the legal requirements necessary to succeed as a probation officer.

In addition to the minimum required education, classification levels are determined based upon additional education or specialized experience* as indicated below:

Level	Minimum Additional Education and/or Experience
CL 25	One year of specialized experience* or completion of a bachelor's degree from an accredited college or university and one of the following academic achievement requirements: - An overall "B" grade point average equaling 2.90 or better of a possible 4.0; - Standing in the upper third of the class; - "3.5" average or better in the major field of study, such as business or public administration, human resource management, industrial relations, or psychology; or - Election to membership in one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies or Completion of one academic year (30 semester credits of 45 quarter hours) of graduate work in a field of study closely related to the position.
CL 27	Two years of specialized experience* or completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.
CL 28	Two years of specialized experience*

*Specialized experience is defined as progressively responsible experience in fields such as probation, pretrial services, mental health, substance abuse, social work, criminal law, parole, corrections, criminal investigations, public administration, or human relations. Experience as a police, custodial, or security officer, other than criminal investigative experience, does not qualify.

Maximum Entry Age Limit

First time appointees to positions covered under federal law enforcement officer retirement provisions must not have reached their 37th birthday by the time of appointment. Applicants 37 years old and older who have previous law enforcement experience covered under the Federal Employees' Retirement System (FERS) who have either a subsequent break in service or intervening service in a non-law enforcement officer position may be able to have previous federal experience deducted from current age to determine eligibility.

LEO Training Requirement

A 6-week training program at the Probation and Pretrial Training Academy in Charleston, South Carolina is required within the first year of employment for all law enforcement officer positions.

Medical Requirements and Background Checks

Prior to appointment and after an accepted offer, candidates must undergo a medical examination and drug screen. Upon successful completion, the candidate will be appointed under a provisional status, pending the outcome of a favorable background investigation. As a condition of employment, officers will be subject to ongoing random drug screens, updated background investigations every 5-7 years or as deemed necessary and may be subject to subsequent fitness-for-duty evaluations. Officers must possess, with or without corrective lenses, good distance vision in at least one eye with the ability to read normal size print. Normal hearing ability, with or without hearing aid(s), is also required. Any severe health problems, such as physical defects, disease, or deformities that constitute employment hazards to the candidate or others, may disqualify an individual from eligibility. See www.uscourts.gov for additional medical requirement information.

APPLICATION INSTRUCTIONS

To receive priority consideration, applicants must submit the following by 5:00 pm CST on Monday, May 1, 2023:

- 1) A completed AO 78 *Judicial Branch for Federal Employment* application, found on uscourts.gov under Human Resources Forms.
 - a. Do not enter “see resume” on form AO 78 when describing work history and duties; providing detailed experience is required.
 - b. Probation officer applicants must answer questions 18, 19, and 20 on form AO 78.
- 2) An unofficial copy of college transcript(s);
- 3) A current resume to include at least three (3) professional references;
- 4) A cover letter that specifically addresses the qualifications and relevant experience you possess which make you a good candidate for this position; include your knowledge, skills, and ability to facilitate behavior change.
- 5) In the District of South Dakota Values Statement, there are four mission critical values. These include:
 1. **Integrity**: Our commitment to be honest, fair, compassionate to each other and those we serve. Being accountable for our decisions and the impact of our actions.
 2. **Respect**: We honor and respect the dignity and worth of every individual, affirm human potential, act with empathy, and embrace diversity.
 3. **Individual and Organizational Growth**: We believe change is essential to the dynamic of our work. We create a learning environment where we and those we serve take courageous steps toward individual and systematic progress through competency building, effective communication, and utilizing evidence-based practices.
 4. **Fulfilling Work Life**: We believe every employee can achieve personal satisfaction and fulfillment in their work by commitment to the mission, exercising individual responsibility, building competency, and supporting coworkers. We support a work environment where contributions are appreciated, and conditions are safe and fair.

Select one of the four values listed above and describe how it has defined and shaped who you are today. Explain how you would demonstrate this value as a U.S. Probation Officer.

All documents should be emailed in PDF format with “Vacancy 03-23” in the subject line to Brooke Richards at: brooke_richards@sdd.uscourts.gov.

Incomplete application packages will not be considered.

THE DISTRICT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH THE FAIR CHANCE TO COMPETE ACT.

JUDICIARY BENEFIT DETAILS

See the [Total Compensation Estimator](#) to review how the judiciary contributes to benefits on behalf of each employee.

Employer Contributions

- FERS eligible employees receive judiciary-paid Basic Benefit contributions each pay period.
- Optional Thrift Savings Plan (TSP) enrollment for pre or post-tax (Roth) withholdings;
- Optional TSP catch-up contribution for employees age 50+;
- Participating TSP employees receive 100% match for first 3% contributed to the plan and \$.50 per \$1.00 match for the next 4-5% up to a maximum 4% employer match.
- TSP eligible employees also receive an automatic 1% contribution to their TSP plan each pay period.
- Social Security benefits contributed at 6.2% of employee earnings up to annual SS Wage Base;
- On average, 72% of an employee's total health insurance premium is paid by the judiciary with enrollment choices of Employee, Employee +1, and Family coverage.
 - Over 20 different FEHB plan options available with varying deductible and co-pay limits;
- Judiciary pays 1/3 of the cost for employee's Basic Life insurance;
- Free Employee Assistance Program (EAP) available to employees, spouse, and/or dependents 24 hours a day, 7 days a week.

Time Off

- Annual leave: 1-3 years of service accrue 4 hours/pay period, 4-15 years of service accrue 6 hours/pay period, 15+ years of service accrue 8 hours/pay period.
- Sick leave: accrue of 4 hours/pay period with no limit cap;
- Bereavement Leave: up to 104 hours of paid bereavement leave per year paid from sick leave bank.
- Paid Parental Leave: up to 12 weeks of paid leave for childbirth or adoption (eligibility conditions apply).
- Bereavement Parental Leave: up to 2 weeks paid for loss of child.
- Compensation time earned based upon employee classification level.
- Administrative Leave: discretionary leave granted for voting, emergency closures, etc.
- Paid Holidays – minimum of 11 paid holidays each year: New Year's Day, Martin Luther King Jr Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

Other Judiciary Benefits

- 10 different vision insurance plans;
- 16 different dental insurance plans;
- Flexible benefit health care reimbursement;
- Flexible benefit dependent care reimbursement;
- Paid employee parking;
- Supplemental life insurance for spouse and children;
- Accidental Death & Dismemberment (AD&D) insurance coverage;
- Long-term care insurance;
- Disability insurance;
- Disability retirement (eligibility conditions apply);
- Professional Liability insurance reimbursement;
- Employee referral bonus;
- Flexible scheduling/telework opportunities (eligibility conditions apply);
- National Leave Transfer Program - donated paid time off for employees needing extended leave due to medical complications, child birth, or other emergencies.
- Hotel discounts via FedRooms.gov;
- Continuing education and local/national training and informational opportunities:
 - Judiciary Online University virtual learning, benefit webinars, retirement guidance counseling, etc.

In Retirement

- Full continuation of health insurance for employee and spouse with continuation of judiciary-paid premiums (eligibility conditions apply).
- If FERS-eligible, receive a monthly paid Basic Benefit annuity with survivor annuity option.
- Monthly-paid FERS annuity supplement ("social security bridge") paid by OPM if retiring under age 62.
- TSP participant withdrawal options via monthly, annual, or as needed basis with additional options to purchase TSP annuities.
- Optional continuation of life insurance coverage (eligibility conditions apply).
- Fully paid out unused annual leave bank.
- Unused sick leave hours convert to service credit hours and increase monthly FERS payment calculation.